

# Office of Policy and Plans

# Office Work Instruction

# Preparation of Agency Strategic Plan

Approved by Lori B. Garver Associate Administrator Office of Policy and Plans

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HOWI-7020-Z001 Baseline} Effective Date: 12/10/99

Responsible Office: Office of Policy & Plans Subject: Preparation of Agency Strategic Plan

## **DOCUMENT HISTORY LOG**

Status (Baseline/ Revision/ Canceled) Baseline	Document Revision	Effective Date 12/10/99	Description

## 1. Purpose

The purpose of this procedure is to produce the NASA (Agency) Strategic Plan in compliance with the strategic planning requirements of the Government Performance and Results Act of 1993.

### 2. Scope and Applicability

2.1 This OWI covers coordination and preparation of the Agency's Strategic Plan as performed in the Office of Policy and Plans, Code Z. It applies to all NASA Enterprises, Functional/Staff offices, and Centers, which assist in identifying sub-elements of the Agency's overall strategic vision, mission, goals and objectives.

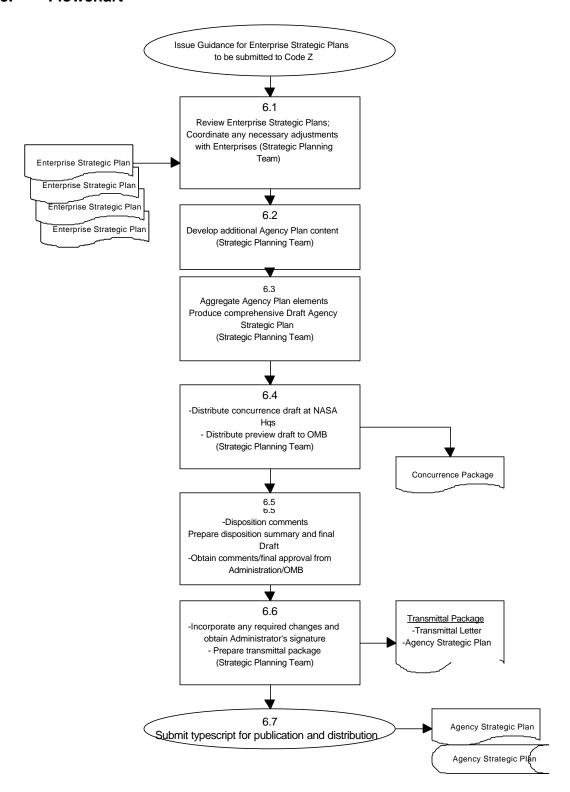
#### 3. Definitions

- 3.1 <u>NASA Strategic Plan</u>. A document describing NASA's strategic vision, missions, goals and objectives, as well as how NASA intends to meet the Agency's goals and objectives.
- 3.2 OMB Circular A-11. Contains OMB implementing guidelines for GPRA.
- 3.3 <u>Government Performance and Results Act (GPRA).</u> Federal law establishing strategic planning requirements for Federal agencies.
- 3.4 <u>Strategic Planning Team.</u> Code Z staff assigned by the Associate Administrator to support the Agency's strategic planning efforts. The Director of Strategic Planning serves as Team Leader and assigns team tasks to specific team members.

#### 4. References

- 4.1 5 U.S.C., 306, "Strategic Plans," as enacted by Section 3 of the Government Performance and Results Act of 1993.
- 4.2 Office of Management and Budget (OMB) Circular A-11, Sect. 210.
- 4.3 NHB 1101.3, The NASA Organization.
- 4.4 NASA Strategic Management Handbook, Sect. 2.1.1.

#### 5. Flowchart



## 6. Procedure

Step	Actionee	Action		
6.1	Strategic Planning Team Lead	Provide Agency-wide guidance and direction for development of Enterprise Strategic Plans, as necessary. Review Enterprise Strategic Plan drafts, identifying any necessary adjustments, until drafts are acceptable for Code Z concurrence.		
6.2	Strategic Planning Team	Solicit any needed input from other offices and develop other non-Enterprise, Plan content, such as NASA organizational description, environmental analysis, and descriptions of interagency cooperation.		
6.3	Strategic Planning Team	Aggregate contents of Enterprise Strategic Plans & additional Agency Plan contents to produce NASA Strategic Plan in accordance with OMB Circular A-11, Section 210 and the NASA Strategic Management Handbook.		
6.4	Strategic Planning Team	Distribute A Package with draft Strategic Plan for concurrence from Officials-in-Charge; and provide draft for preliminary concurrence from the Office of Management and Budget (OMB).		
6.5	Strategic Planning Team	Disposition comments, making appropriate changes, and prepare disposition summary and final Draft. Obtain final comments or approval from the NASA Administrator and OMB.		
6.6	Strategic Planning Team	Incorporate any required final changes and prepare transmittal package for Administrator to submit the NASA Strategic Plan to the White House and to the committees of the Congress with NASA jurisdiction.		
6.7	Strategic Planning Team	Submit typescript (hard copy and electronic) to Headquarters Printing and Design (Code CFP) for publication and distribution.		

# 7. Quality Records

Record Identification	Owner	Locati on	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
NPD 1001.1x Concurrence Package	Office of Manage- ment Systems	Code JM Suite	Hard Copy	7.4A	Permanent. Transfer to Federal Records Center 1 year after obsolete or superseded. Transfer to NARA in 5 year blocks when 20 years old.
The NASA Strategic Plan, NPD 1001.1x	Office of Manage- ment Systems	Code JM Suite	Electronic	7.4A	Permanent. Transfer to Federal Records Center 1 year after obsolete or superseded. Transfer to NARA in 5 year blocks when 20 years old.

#### **APPENDIX**

[None]